Computer Grade "4" First Term

Name:...................................

Class:...................................

Date	Lesson	Aids
Sun 10 / 10 / 2021 Mon 11 / 10/ 2021 Tues 12 / 10 / 2021 (Week1) Wed 13 / 10 / 2021 Thurs 14 / 10 / 2021	Lesson1 + Lesson2	PowerPoint
Sun 17 / 10 / 2021 Mon 18 / 10 / 2021 Tues 19 / 10 / 2021 (Week2) Wed 20 / 10 / 2021 Thurs 21 / 10 / 2021	Lesson3	PowerPoint
Sun 24 / 10 / 2021 Mon 25 / 10 / 2021 Tues 26 / 10 / 2021 (Week3) Wed 27 / 10 / 2021 Thurs 28 / 10 / 202	Lesson4	PowerPoint
Sun 31 / 10 / 2021 Mon 1/ 11 / 2021 Tues 2 / 11 / 2021 (Week4) Wed 3 / 11/ 2021 Thurs 4 / 11 / 2021	Lesson5 + Lesson6	PowerPoint
Sun 7 / 11 / 2021 Mon 8 / 11 / 2021 Tues 9 / 11 / 2021 (Week5) Wed 10/ 11 / 2021 Thurs 11 / 11 / 2021	Lesson7 + Lesson8	PowerPoint
Sun 14 / 11 / 2021 Mon 15 / 11 / 2021 Tues 16 / 11 / 2021 (Week6) Wed 17/ 11 / 2021 Thurs 18 / 11 / 2021	Revision	PowerPoint
Sun 21 / 11 / 2021 Thurs 25 / 11 / 2021 (Week7)	Mid-term exam + revision	
Sun 28 / 11 / 2021 Mon 29 / 11 / 2021 Tues 30 / 11/ 2021 (Week8) Wed 1 / 12 / 2021 Thurs 2 / 12 / 2021	Lesson1 + Lesson2	PowerPoint
Sun 5 / 12 / 2021 Mon 6 / 12 / 2021 Tues 7 / 12 / 2021 (Week9) Wed 8 / 12 / 2021 Thurs 9 / 12 / 2021	Lesson3 + :esson4	PowerPoint
Sun 12 / 12 / 2021 Mon 13 / 12 / 2021 Tues 14 / 12 / 2021 (Week10) Wed 15 / 12 / 2021 Thurs 16 / 12 / 2021	Lesson5 + Lesson6	PowerPoint
Sun 19 / 12 / 2021 Mon 20 / 12 / 2021 Tues 21 / 12 / 2021 (Week11) Wed 22 / 12 / 2021 Thurs 23 / 12 / 2021	Lesson7 + Lesson8	PowerPoint
Sun 26 / 12 / 2021 Mon 27 / 12 / 2021 Tues 28 / 12 / 2021 (Week12) Wed 29 / 12 / 2021 Thurs 30 / 12 / 2021	Revision	Revision

Albert Lin is an archeologist that thinks of how to explore the archeological sites without digging (drilling)

There are different types of technology that enables archeologists to explore (where to dig and what they will found) **like:**

1-The GPR (Ground Penetrating Radar): is a way to find the buried objects (metals) under the ground
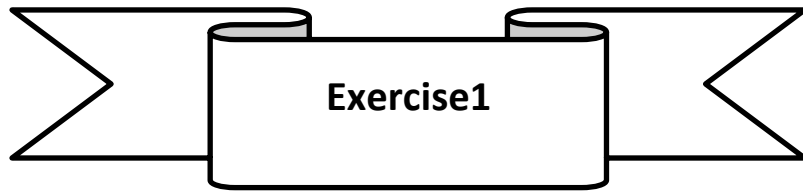

2-The GPS (Global Positioning system): To find anything using the satel…

3-The Magnetometer: is a device to find the metals under the ground

Exercise1

Question1: Write the scientific mean:

1-Is a technology to see the metal coins under the ground

(   )

2-Is a technology to determine someone place

(   )

3-Is a technology to explore a buried building under the ground

(   )

Lesson2
The Technology and Its Historical Development

The ways people record their information through the ages:

1-Pre-Mechanical Revolution Era (From 3000 B.C to 1450 A.D)

In this time people used:

a- The papyrus
b- The Ink
c- The Manuscripts
d- The Pencils
e- The digital counter

2-The Mechanical Revolution Era (From 1450 to 1840)

In this period people used:
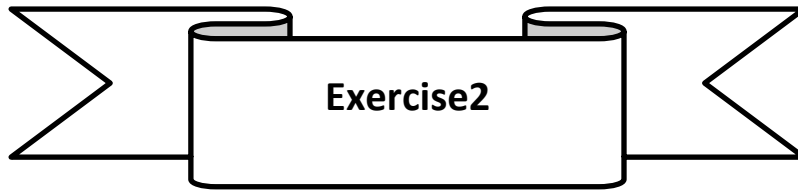
a- The Calculator
b- The Typewriter
c- The Printer

3-The Electric Revolution Era (From 1840 to 1940): In this period people used:

a- The telephone and the phone lines
b- The digital computer
c- The recorder

4-The Electronic Era (From 1940 till now):

People use:

a- Satellites
b- The GPS
c- The Microsoft Word Program
d- The IPhones, the tablet and the laptop

Exercise2

Write the era that when people used this technology:

1-Phones, Phones line, The digital computer and the recorder

....

2-The satellite, the smart phones and the laptop

....

3-The papyrus, the ink and the pencil

....

4-The printer, the calculator and the typewriter

....

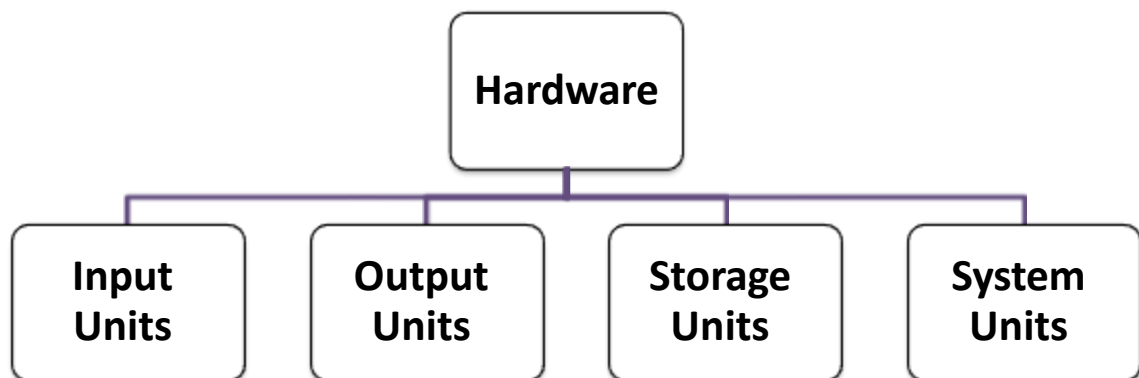__The Computer:__ is an electronic device that receives the data and transforms it into information

__The Computer Types:__

1-Personal Computer (PC)

2-LapTop

3-Smart phones (iPhone and the tablet)

__The Computer system components:__

```
                    Computer
                    Components
    ┌───────────┬───────────┬───────────┐
 Hardware    Software    Human        Data &
                         Ware      Information
```
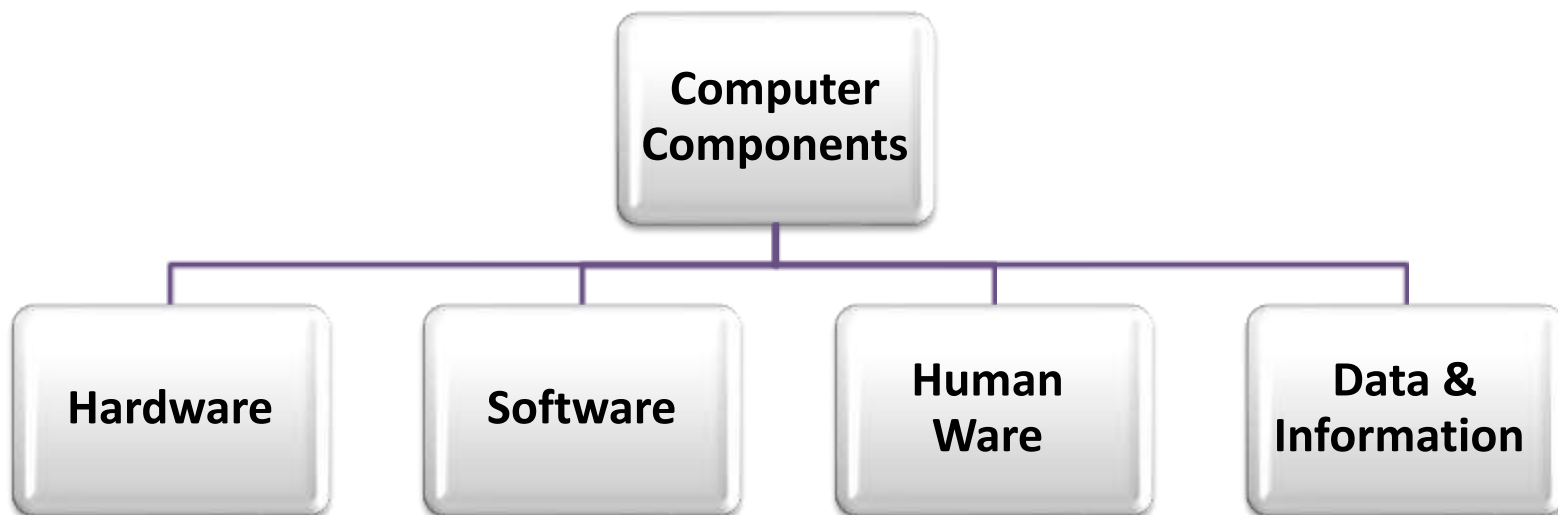
1-The Hardware: any physical component you could touch and it is divided into four parts

```
                    Hardware
        ┌───────────┬───────────┬───────────┐
      Input      Output     Storage     System
      Units      Units       Units      Units
```

-The Input Units: units that used to enter the data to the computer

Like: the (mouse – Keyboard – microphone - camera – scanner – Braille terminal)

-The Output Units: units that used to show information

Like: the (monitor – printer – speakers – speech synthesizer)

-The Storage Units: units that used to store data and information

Like: the (flash memory – CD ROM – hard disk – floppy disk)

-The System Units: units that make the computer work

Like: the processor (CPU)

Note:

The speech synthesizer: is a device that converts the written text to sound and the sound to text for people who could not talk or listen

The processor transforms the data into information

The Data: are facts or inputs that entered to the computer

We have three types of data:

1-Text data: like (letters and numbers)

2-Sound data: like (music or video)

3-Image data: like the photos

The information: is the processed data or the data after processing

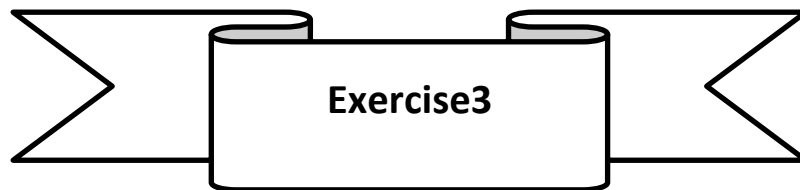**Note:-The keyboard**: is used to enter the text data

The microphone: is used to enter the sound data

The scanner: is used to enter the images or the data from the paper to the computer

-The camera: is used to enter the images

-The monitor: is used to show the information on a screen

-The Printer: is used to show the information on paper

Exercise3

Complete the following sentences:-

1-The………..is used to enter the sound

2-The……….is used to show the data on paper

3-The……………is an electronic device

4-The………….transforms the data into information

5-The……….are facts or inputs that entered to the computer

6-The……….is the processed data

7-The input units are…………, ………….., ……………

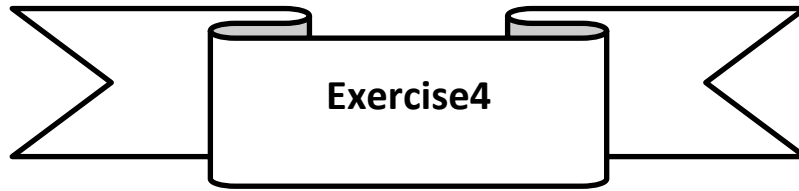**The Program:** is a set of orders to ask the computer to do something

Like (The Microsoft Word program and the games)

The Operating System (OS): is the intermediate between the user and the computer

The operating system translates the user language to the computer language

For example if you want to write in the word program:

The user will write the data in the word program

The operating system will tell the CPU

The CPU will process the data

The CPU will send the data to the OS

The operating system sends the information to the output unit

Exercise4
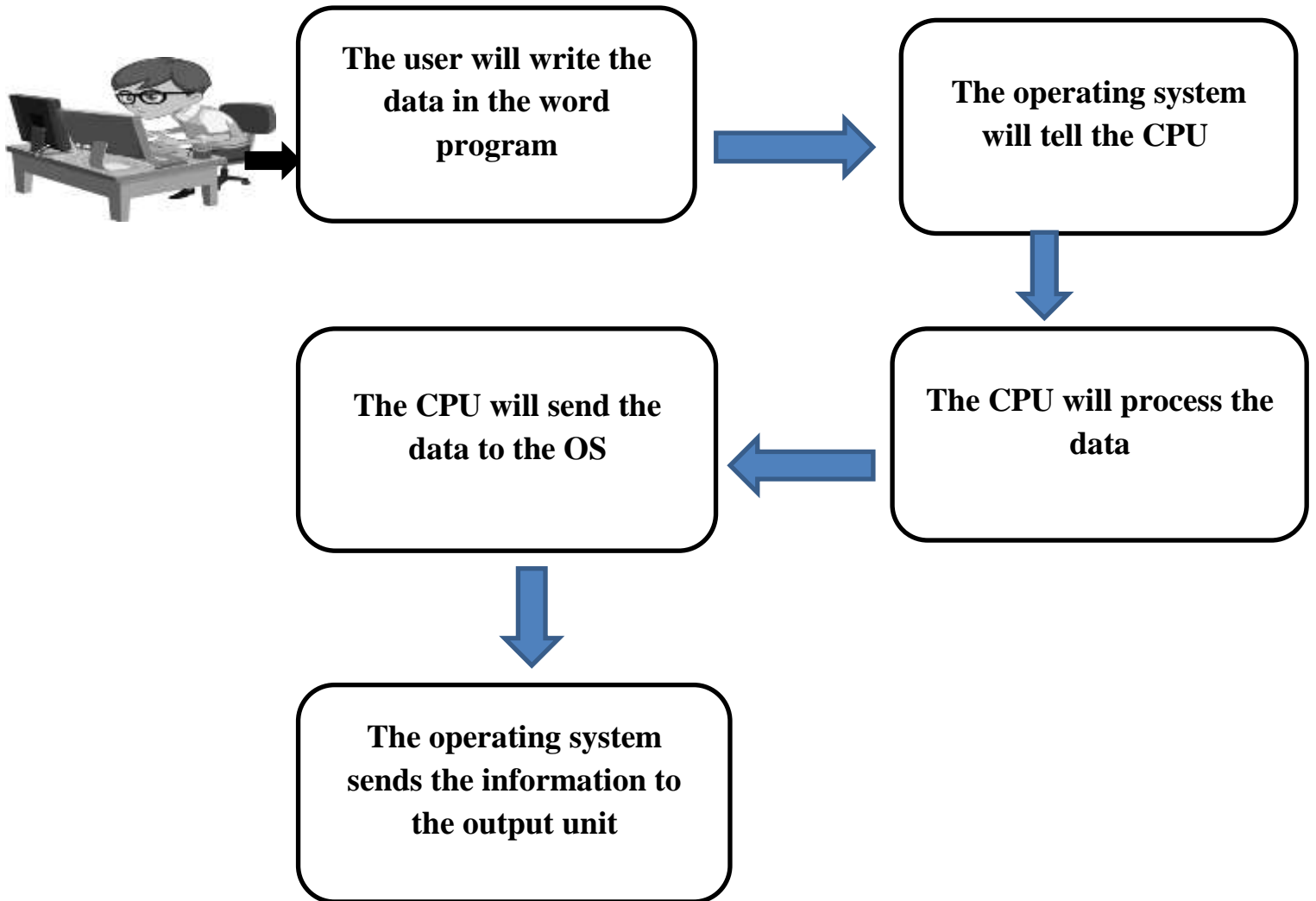
Arrange the steps that the operating system does if you opened the word program:-

(   ) The CPU will process the data

(   ) The operating system sends the information to the output unit

(   ) The CPU will send the data to the OS

(   ) The user will write the data in the word program

(   ) The operating system will tell the CPU

Lesson5

Supporting People of Determination

People of determination: are people who could not do something or found difficulties to do something

The assistive technology: The technology that helps the people of determination to do difficult things

Albert Lin has an amputated leg and because of the technology he could move and explore more places

The technology could aid people who could not talk as the computer has a program that could convert ant written text to sound (Like: the speech synthesizer and the braille terminal)

There are some sports tools that aids the people with determination to climb the mountains

1-The tricycles that enables you to ride it without your leg

2-The balls that makes sounds for those who are blind
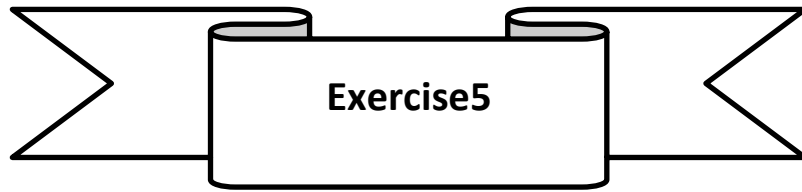
Complete using the suitable word:-

(Tricycles - computer – assistive technology – people with determination)

1-…………..people who has difficulties to do something

2-The technology that aids the people with determination to do difficult things is called……………….

3-The bicycle that helps people with determination to ride is called…………

4-The………….is an electronic device that could receive a huge amount of data

Lesson6

The Information and Communication Technology

The **ICT** like the computers helps you in many things in your life but you may face some problems

Problem1

A program does not work

-Shut down your computer then reopen the program

-You could reinstall the program then install it again

Problem2

The mouse does not work

-Be sure that the mouse cable is fixed in its place

-Or you could change the mouse

Problem3

The monitor does not work

-Click on (Del) + (Alt) + (Ctrl)

-Or reopen the computer

Problem4

The keyboard does not work

-Be sure that the keyboard cable in its right place

-Or change the keyboard

Problem5

You could not find a file

-Use the search bar which in the start menu
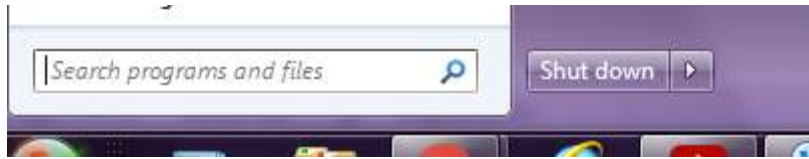
The text files will be found in the "Documents" folder

The image files will be found in the "Pictures" folder

Note: you could ask your teacher or your parents to help you to fix your problem

Exercise6

Complete the following sentences:

1-If the monitor doesn't work click……………

2-The files could be found in the……………….folder

3-The photos files could be found in the…………..folder

Lesson7

Gathering and Analyzing Data

The Data: are the facts or inputs

Data could be: Text data, image data or sound data

The Data Collection Sources:

1-Books and articles (printed or digital)

2-Opinion poll

3-Records and reports

4-Experments

Note: make sure that the data you collected is right and accurate and use the trusted sources

The data you collect should be:
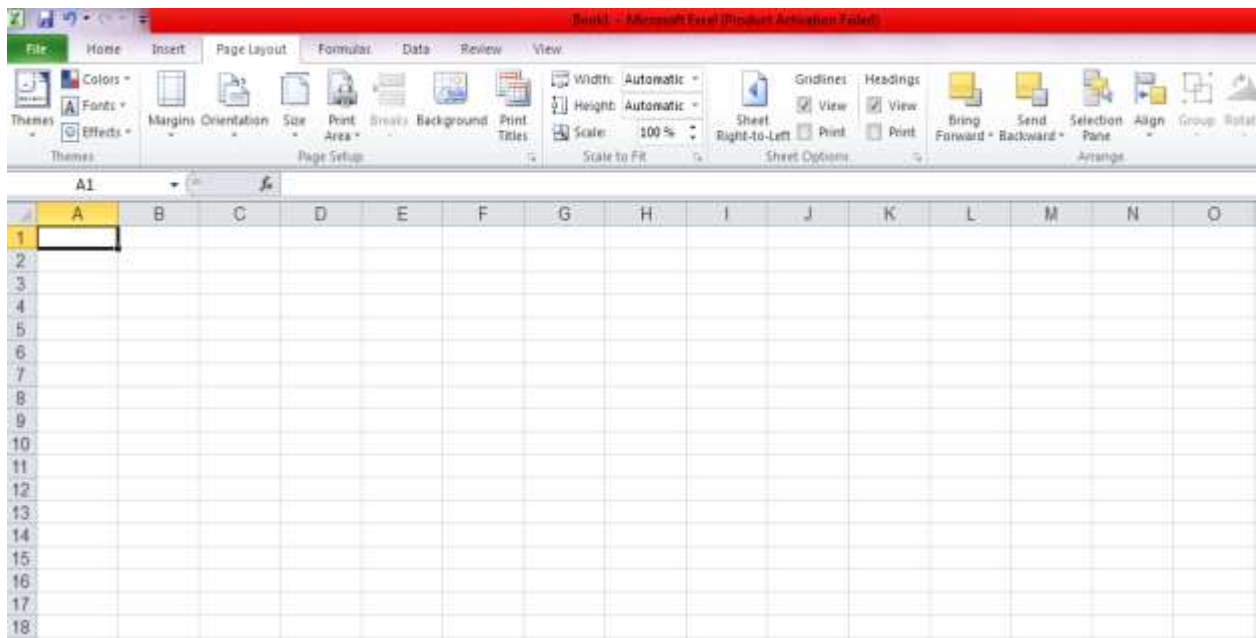
1-Accurate   2-Newest   3-True

Representing the data in a graph:

1-Analyze your data

2-represent it on paper

3-Draw it in the "Excel" program

The "Excel" program: is a program from the Microsoft Office groupe to sort and analyze your data in tables or charts

To open the "Excel" program:

Start ➡️All Programs ➡️ Microsoft Office ➡️Microsoft Excel

The home page components:

1-Title bar   2-Menu bar   3-Tool bar   4-Excel sheet

The excel sheet contains:

1-Rows   2-Columns   3-Cell
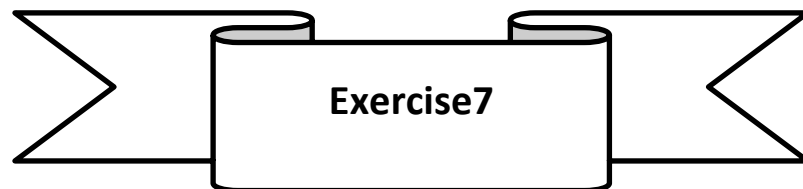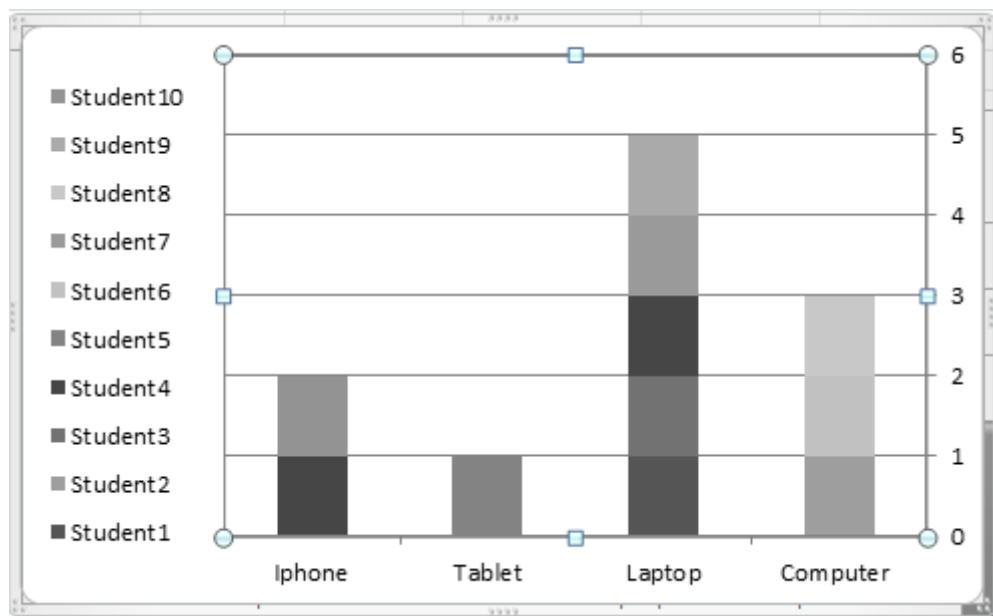
The cell: is the intersection between the row and the column

Insert you data in the excel sheet

	A	B	C	D	E
1		Computer	Laptop	Tablet	Iphone
2	Student1		1		
3	Student2	1			
4	Student3		1		
5	Student4		1		1
6	Student5			1	
7	Student6	1			
8	Student7		1		
9	Student8	1			
10	Student9		1		
11	Student10				1

To represent your data in a graph:

1-Select table

2-Select the menu "Insert"

3-Select "Column"

Exercise7

Complete the following sentences:-

1-You could represent your data in a graph using the…………..program

2-The data you collect should be………., …………., ……….

3-To open the excel program open the…………..menu

4-To convert the data into a graph open the…………..menu

5-The…………is an intersection between the column and the row

Lesson8

Making Reports

To make reports about your results:

<u>Use</u>:
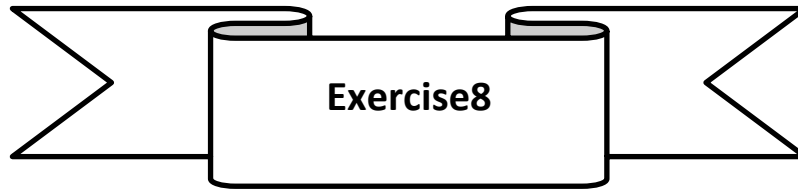
1-Digital articles

2-Social media

3-Emails

4-Interviews

5-Video calls

6-Digital blogging

7-TV shows

Archeologists make reports about their information using the:

1-Interviews

2-TV shows

3-Social media

<u>**Example:**</u>

Send email to your friend to tell him about the data you gathered and send the graph to him

Exercise8

Mention three ways that the archeologists use to make reports:-

1-……………………………

2-………………………..

3-……………………………

The Network: is a connection between computers to exchange data and information

The Internet: is a connection between computers around the word

The internet services:

1-E mails

2-Chat
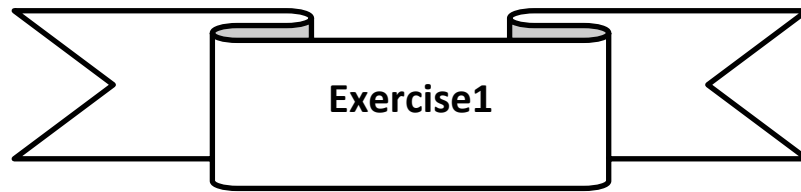
3-Search

The most important search engines:

1-Google

2-Yahoo

3-G mail

The information you get should be accurate and true

Write the word you want to search about then click "search"

Exercise1

Choose the correct answer:-

1-The…………is a connection between computers around the world to exchange data and information

(computer - internet - chat)

2-The most important search engine is………….

(Facebook -   Yellow Pages - Google)

3-From the internet services……………

(Chat – Email – both)

4-The result of search should be……………..

(accurate - bad - wrong)

Lesson2

Risks of Using the Internet

Be Careful:

1-Don't visit unknown sites

2-Don't share your personal data with others

3-Don't download unknown files

4-Be careful about the media you post

Some Internet Problems:

1-The virus: program that damage your computer

2-The hackers: people who steal your data

3-The spam: messages that annoy you

Note:

-You could <u>block</u> people who annoy you

-**Block:** means to prevent them to see your posts

-**Download**: to save an internet file on your computer

Exercise2

Write the scientific mean:-

1-Preventing someone from seeing your posts   (   )

2-Messages that may annoy you   (   )

3-Saving an internet file in your computer   (   )

4-Is a bad program that damage your computer   (   )

5-People s who steal others personal data   (   )

Lessson3
Use the Technology in the Right Way

While using the internet:

1-Don't make tag to a friend before asking him a permission

2-Don't share information about others

3-Mention the owner of the information (don't steal someone information)

4-Respect the law of the website

Note:

Tag: means to mention a person name in your post

Before making a tag tell the person you want to tag him

Exercise3

Put (√) or (x):-

1-You must tag your friend without telling him   (   )

2-Tag means to mention a person name in a post   (   )

3-You must respect the law of the website   (   )

4-You could take a research someone made without writing his name   (   )

5-You could share your friend photo without permission   (   )

To search on the internet use any search engine website

Search engine: websites that are used to search about any information
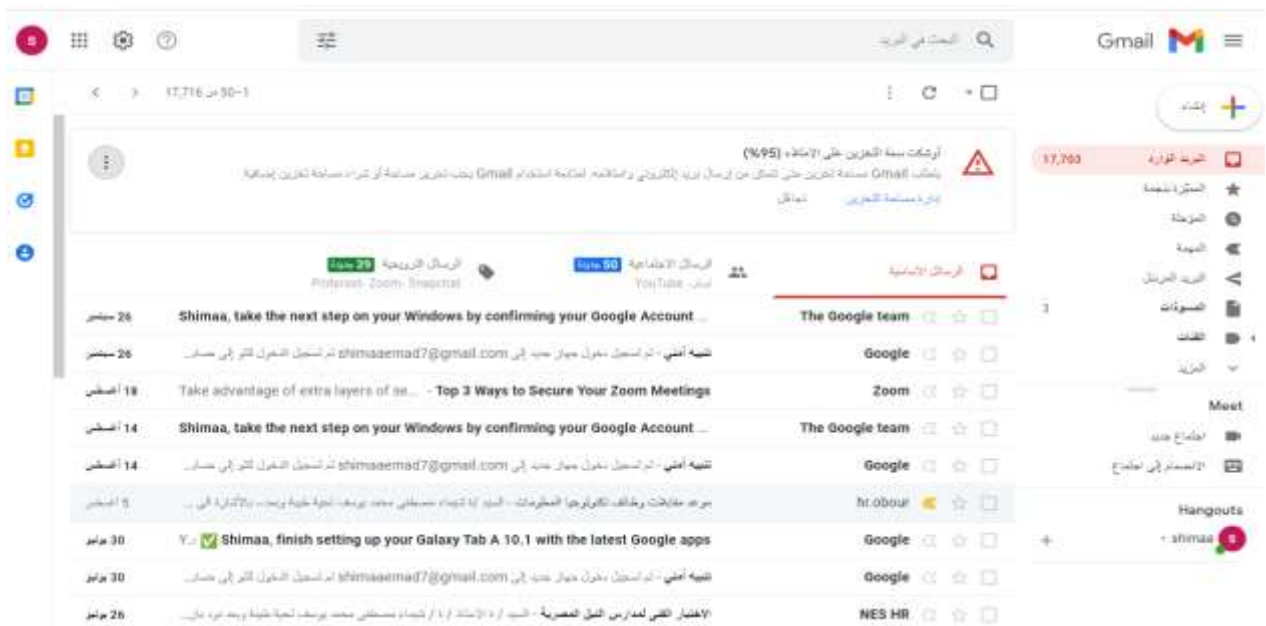
The most famous search engines:

1-**Google**: WWW.Google.com

2-**Yahoo**: WWW.Yahoo.com

2-**Gmail**: WWW.Gmail.com

To open any website you have download an interne browser

The browser: is a program to open any website

Example: Internet explorer

Google Chrome

Firefox

Use the websites that send an alert if there is something wrong

Use the website that is suitable to your age

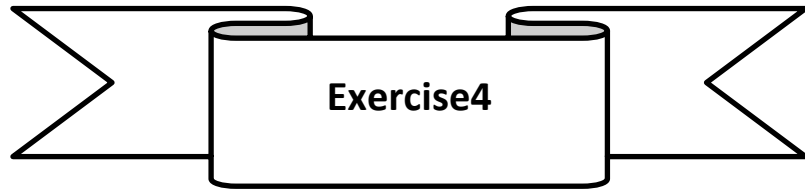When you search about a topic write a detailed sentence

The search methods:

(""): to receive more specific results and few number of websites.

(+): To search in all websites that contains all written words

(-): To discard some words from the search

(OR): all sites that contain this word or all words

Exercise4

Complete the following sentences:-

1-The…………..is a program enables you to open any website

2-The………….sign is used to get specific search result

3-The…………sign is used to search about two words together

4-The………….sign is used to discard a word from the search

Lesson5

The Accuracy of the Search Result

The result of search could be:

1-Personal opinions

2-Lies

3-Old news

4-Contains errors

The result should be:

1-New

2-True

3-From expert

The EKB: is the Egyptian Knowledge Bank a library website to search about any topic

Symbol	Represent
.com	Commerce organization
.edu	Education organization
.mil	Military organization
.net	Network – related groups
.org	usually nonprofit organization
.gov	Government organization

Symbols	Mean
US	United states
JP	Japan
eg	Egypt
Fr	French
Ca	Canada
UK	United Kingdom

Exercise5
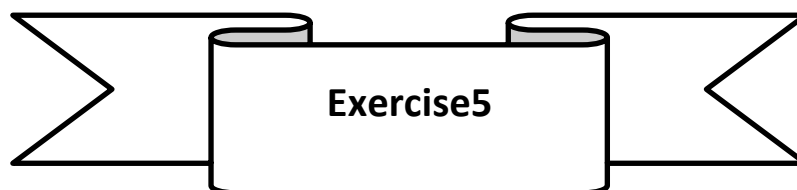
Complete with the correct word:-

(.eg -   .com -   new   -   .edu)

1-………….means the website belongs to a commerce organization

2-……………means that the website is educational

3-…………….means the website is Egyptian website

4-The information in the search should be…………

Lesson6

Who could Help You?

The Internet Problems:

1-Cyber bullying: to face bad words or bad messages from others

2-Identity theft: someone who steal others personal information

3-Cyber threat: someone who extorts you to get money

Note: if you faced any problem you could talk to your parents or your teachers also you could call the fighting internet crimes office

Lesson7

The Digital Security Plan

To avoid the previous problems:

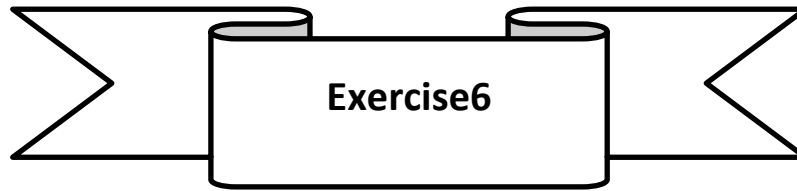1-Use a strong password (should contain letters, numbers and symbols)

2-Don't use only one password for all the accounts

3-Download an antivirus

The antivirus: is a program that deletes the virus

Examples: (Avast – Norton – MacAfee – Kasper sky – Firewall)

Firewall: is a program that downloaded with the windows and protects your computer from risks

Exercise6

Complete the following sentences:-

(cyber bullying – identity theft - antivirus – firewall – Avast)

1-To avoid viruses download an………….

2-The………..is a program that protect your computer from risks

3-The………….is an example of the antiviruses

4-Bad messages or bad words are a type of…………..

5-People who steal others personal information to use it are called…………..

Lesson8

Making a Research Using the Technology

How could we use what we learned?

If we want to make a research about any topic you could use a method of three methods to present your topic:
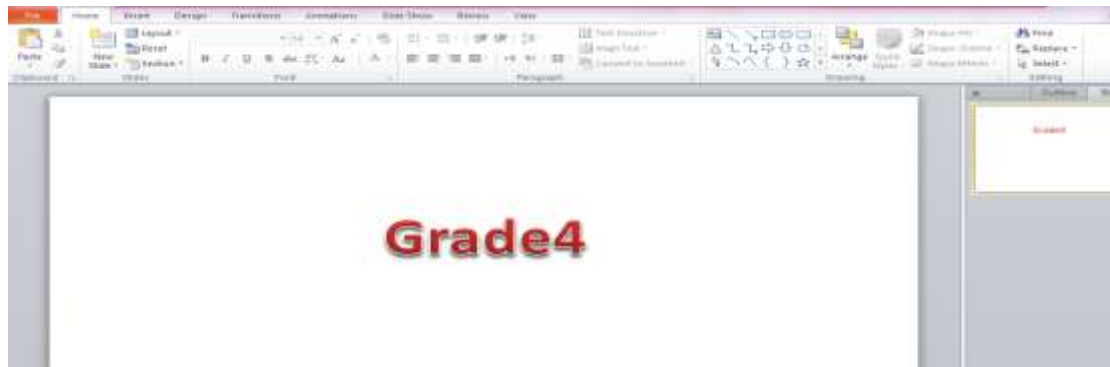
1-The Microsoft PowerPoint program

2-Making a video

3-Posters

Using the PowerPoint program:

Is a program from Microsoft Office group to make presentations

Opening the PowerPoint program:

Start ➤ All programs ➤ Microsoft Office ➤ Microsoft PowerPoint

The program consists of:

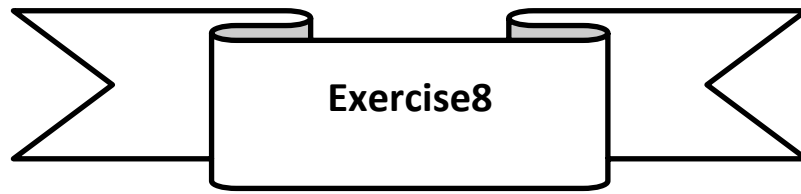1-Title bar   2-Menu bar   3-Tool bar   4-Slide

To insert a word art:

-from the menu insert select "Word Art" then select the shape and write the text

To make show for the presentation click **F5** from the keyboard

Or from the "Slide Show" select "From beginning"

Exercise8

Complete the following sentences:

1-You could present your topic using…………, …………. Or……………..

2-To insert a word art in the PowerPoint program open the menu…………..

3-To open the PowerPoint program open the……….menu

4-The…………….is a program to make presentations

Notes